

CLAIMANT'S NAME			SSN OR EMPLOYEE NUMBER			DEPARTMENT		
Jan C. Sturla						Child Support Services		
POSITION		CB/ID NUMBER	DIVISION OR BUREAU				INDEX NUMBER	
Director		Exempt	Executive				1110	
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS				TELEPHONE NUMBER	
			11120 International Drive				916 464-5300	
CITY	STATE	ZIP CODE	CITY		STATE	ZIP CODE		
			Rancho Cordova		CA	95741		

(1) MONTH/YEAR			(3) LOCATION WHERE EXPENSES WERE INCURRED	(4)		(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) Sep Oct 09		LODGING		BREAK- FAST	LUNCH	O.T., L/T N/C, RELO. OR DINNER	(A) COST OF TRANS.	(B) TYPE USED		(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE					
DATE	TIME										MILES	AMOUNT				
30-Sep	9:30 -12:30	1020 11th St Sacramento						SC	10.00		\$0.00		\$10.00			
											\$0.00		\$0.00			
1-Oct	16:24	Jamestown					20.03	SC			\$0.00		\$20.03			
6-Oct	13:00	Sacramento to Santa Ana						A	9.00	16	\$8.80		\$17.80			
7-Oct	6:00	San Clemente/San Bernardino	93.24	6.00	10.00	18.00	6.00	PC	9.00	69	\$37.95		\$180.19			
8-Oct	8:00 18:00	Riverside to San Clemente		6.00	10.00	18.00	6.00	PC	9.00	75	\$41.25		\$90.25			
11-Oct	17:00	San Clemente/San Diego	123.80			18.00	6.00	29.00	Tr	9.00		\$0.00	\$185.80			
12-Oct	19:45	San Diego/Sacramento		6.00	10.00	18.00		A	9.00	16	\$0.00		\$43.00			
14-Oct	13:00	1600 9th St Sacramento						PC	6.00		\$0.00		\$6.00			
16-Oct	8:35	Sacramento/Santa Ana						A	9.00	16	\$8.80		\$17.80			
19-Oct	8:00	San Clemente/Garden Grove	134.57			18.00	6.00				\$0.00	375.00	\$533.57			
20-Oct	16:45	Garden Grove	134.57			18.00	6.00		9.00		\$0.00		\$167.57			
											\$0.00		\$0.00			
(10) Subtotals			486.18	18.00	30.00	108.00	30.00	49.03		\$79.00	192	\$96.80	\$375.00	\$1,272.01		
CLAIM TOTAL													\$1,272.01			

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

9/30 Meeting with small county LCSA Directors - no parking lot ticket. 10/1 Drive to Tuolumne County DCSS regional meeting. Gasoline charges due to state voyager card not accepted. 10/7 Drive to residence in San Clemente to San Bernardino County DCSS site visit. Drive to Riverside for overnight. 10/8 Drive to Riverside County DCSS site visit. Return to San Clemente. 10/11 Train to San Diego, overnight for early morning meeting at San Diego County DCSS. 10/12 return to Sacramento 8/31 and 9/2 (no parking receipts)

(12) NORMAL WORK HOURS	PCA	PROJECT	WORK	OBJ	AO	AMOUNT	OBJ	AO	AMOUNT	OBJ	AO	AMOUNT	OBJ	AO	AMOUNT	TOTAL
	41110		PHASE													
(13) PRIVATE VEHICLE LICENSE NO.																
(14) MILEAGE RATE CLAIMED																
\$0.55																
AGENCY ACCOUNTING OFFICE USE ONLY																
PAID BY REV. FUND CHECK NO.																
TOTALS																

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE	DATE	(F16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
(17) SIGNATURE AND TITLE OF AUTHORITY FOR SPECIAL EXPENSES			DATE

STATE OF CALIFORNIA
TRAVEL EXPENSE CLAIM

STD 262 A (REV. 5/31/00) Department of Child Support Services

**MAIL STATION
MS 10**

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(2) DATE	TIME		LODGING	BREAK-FAST	LUNCH	O.T., L/T N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT			
21-Oct		Garden Grove	134.57				6.00			9.00		\$0.00		\$149.57
22-Oct	17:00	Garden Grove/San Clemente								9.00		\$0.00		\$9.00
25-Oct	20:30	San Clemente/Sacramento							A	9.00	16	\$8.80		\$17.80
27-Oct	15:30	Sacramento to Los Angeles	146.04			18.00	6.00		A	9.00	16	\$8.80		\$187.84
28-Oct	18:00	& return to Sacramento		6.00	10.00				A	4.00	16	\$8.80		\$28.80
												\$0.00		\$0.00
(10) Subtotals			280.61	6.00	10.00	18.00	12.00	0.00		\$40.00	48	\$26.40	\$0.00	\$393.01
CLAIM TOTAL													\$393.01	

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)
(cont.) 10/16 - Sacramento to Santa Ana/San Clemente. 10/19 Drive to Garden Grove, attended Region IX IV-D Director's Meeting; 10/20-10/22 attended and spoke at the Child Support Directors Association Annual Training Conference in Garden Grove. 10/27-28 travel to Los Angeles to speak at the AB 1058 Annual conference on 10/28.

** (11) Page 1 - registration pay by personal credit card

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